

Travel Assistant (Expediting Services)

FSN#2010/45

Travel Assistant (Expediting Services)

OPEN TO: All Interested Candidates

POSITION: Travel Assistant (Expediting Services), FSN-7; FP-7

OPENING DATE: May 28, 2010

CLOSING DATE: June 10, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Travel Assistant (Expediting Services) in its General Services Office/Travel (GSO/Travel), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent manages all arrangements for expediting services to VIP and other official visitors and permanently assigned personnel through Bangkok International airport, the Royal Thai Air Force Wing Six facility and other points of entry as required (e.g. water ports and train stations). To maintain continuous dialogue with the Royal Thai Foreign Ministry and other appropriate offices at the airport and other points of entry, to assure unimpeded passage of high-level visitors. The incumbent also assists in the planning and execution of conferences and special events in coordination with customer agencies and offices, hotels, transportation companies, and other vendors. Processes third country visa requests for customer agencies and offices and drafts diplomatic notes in support of same.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years' experience in travel, transportation, or hotel industry; (3) Level IV (Fluent) speaking/ reading/writing in English and Thai; (4) Ability to maintain a working relationship with high ranking officials of Thai Government; (5) Ability to operate Microsoft Office package.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JUNE 10, 2010

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